



PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile

April 14, 2015 revision

Program for Cooperative Cataloging
Washington, D.C.
2015
BIBCOmail@loc.gov

Table of Contents

Introduction	3
RDA Core & PCC Core Elements	6
Required Non-RDA and MARC Data	19
Archival Materials	19
Audio Recordings	21
Cartographic Resources	23
Electronic Resources [Computer File Format (Ldr/06 “m”)]	26
Graphic Materials	28
Moving Images	30
Notated Music	32
Rare Materials (Books, Graphics, and Notated Music)	34
Textual Monographs	36
Supplemental Requirements for the Digital Aspects of Formats [<i>Except</i> Computer File Format (Ldr/06 “m”)]	38

Introduction

The BIBCO Standard Record (BSR) is a combination of RDA “Core,” RDA “Core if,” “PCC Core,” and “PCC Recommended” elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs. The RDA BSR also incorporates supplemental requirements for these resource types when presented in digital formats, and it can be used to describe digital reproductions. Instructions in the RDA BSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC PSs) that are integrated into the RDA Toolkit. When describing online resources, catalogers may also consult the [PCC RDA Provider-Neutral guidelines](#). When describing continuing resources, catalogers should consult the [PCC RDA CONSER Standard Record \(CSR\)](#).

The BSR follows [RDA 0.6.1](#) in its approach to the concept of core: “As a minimum, a resource description for a work, expression, manifestation, or item should include all the core elements that are applicable and readily ascertainable.” The “PCC Recommended” elements are *not* core; their inclusion is encouraged but discretionary.

The BSR is a model for bibliographic monographic records using a single encoding level (Ldr/17=‘blank’) in a shared database environment. Catalogers satisfy BSR requirements when creating and/or modifying bibliographic records, and determine the level of fullness that best suits the resources in their collections and the needs of their users. The BSR establishes a baseline set of elements that emphasize access points over descriptive data. The standard seeks to ensure inclusion of the essential data elements necessary to meet user needs; it is a solid “floor” description of a resource that can be built upon in a shared environment. The standard also does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment.

Authority records must support controlled access points in an RDA BIBCO record. The mapping to MARC fields included in the BSR is intended to be a general guide. For specific instructions on recording data in the MARC format, please refer to official [MARC 21](#) documentation, [OCLC Bibliographic Formats and Standards](#), and the MARC-to-RDA/RDA-to-MARC mappings in the [RDA Toolkit](#). BSR elements not directly related to RDA (e.g., classification; access points for subjects), or data treated in MARC control/fixed fields, are included in separate tables at the end of this document.

Timeframe for RDA BSR Implementation

The RDA BSR was initially released for use by the PCC community in BIBCO-coded records on January 1, 2013, and was fully implemented two years later. As of January 1, 2015, all new BIBCO-coded records must follow the RDA BSR. The guidelines and requirements in the RDA BSR have been revised periodically and will continue to evolve as the PCC evaluates their

Introduction

effectiveness, as modifications are made to *Resource Description & Access*, and as other RDA-related policies are developed within the PCC and other communities (e.g., development of various *DCRM* standards for rare materials). Any comments or suggestions for improving the BSR should be submitted to BIBCOmail@loc.gov.

Explanation of symbols in the “RDA Instructions & Elements” column of the BSR table:

- An asterisk (“*”) identifies a general instruction not limited to a particular bibliographic element.
- A “T” in parentheses identifies a transcribed element per RDA instructions (“take what you see”) or per LC-PCC Policy Statement (LC-PCC PS) for that instruction.
- A plus sign (“+”) identifies additional elements, beyond the RDA “Core” and RDA “Core if” elements, selected to be “PCC Core” elements for the BIBCO program.
- An “R” in parentheses identifies additional elements that, while not core in RDA or the BSR, the PCC recommends and encourages catalogers include when the element may be useful to support user tasks (find, identify, select, and obtain).
- The absence of a plus sign (“+”) and an (R) means RDA already defines the element as core.

Instructions for rare materials (books, notated music, and graphics):

The rare materials provisions in the BSR are closely aligned with the provisions of *Descriptive Cataloging of Rare Materials* (*DCRM*) and may be used with any resources deemed rare by the cataloging agency. This includes resources that may require additional details of description to permit the ready identification of copies (e.g., as editions, impressions, or issues) and provide more exact descriptions of them as artifacts. Typically, resources produced before the advent of mechanized printing and papermaking processes in the early 19th century are more likely to require these additional details, but the BSR rare materials provisions may be used if necessary with resources from any period.

As is the case with the general provisions of the BSR, the rare materials provisions represent a floor on which other elements can be built. They are not intended to reproduce or replace *DCRM*, and elements in *DCRM* not in the BSR can certainly be included in the record. The BSR rare materials provisions generally call for expanded treatment of elements within the BSR or deem certain RDA elements to be core that are not considered core for other types of materials. Two cases call for *different* treatment rather than simply expansion of the description. These are: 1.7.1 alternative 1, which invokes the option of using *DCRM* as the designated published style manual in place of RDA 1.7.2-9 for transcribing; and 3.4, which calls for applying *DCRM* conventions

Introduction

when recording extent rather than RDA conventions. These were singled out by the rare community as areas where there were valid rare materials reasons for departing from the general guidelines.

It is intended that the rare materials provisions be usable with any format. However, one of the stipulations of applying the rare materials provisions is the recording of the appropriate “dcrm” code in 040 in addition to “rda” in order to label the record as following the BSR rare materials provisions. For the moment, the rare materials provisions in the RDA BSR, especially 1.7.1 alternative 1 and 3.4, should only be used with printed books, graphics, and notated music (employing the codes “dcrmb” for rare books, “dcrmg” for rare graphics, and “dcrmm” for rare notated music). As other *DCRM* modules (e.g., cartographic materials) are published, the rare provisions of the BSR will become available to other formats and may be expanded. In the meantime other rare materials can certainly be cataloged using the BSR, including rare provisions that call for going beyond the floor of the general BSR, but they should be coded “rda” only in 040 and should follow the general RDA guidelines for 1.7.1 and 3.4.

Note: Earlier iterations of the rare books BSR excluded resources produced before 1500. The rare materials provisions of the current BSR do not contain this exclusion and may be used with resources from any period.

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA Core & PCC Core Elements

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Identifying Manifestations and Items			
General guidelines on transcription *	1.7.1 Alternative (1st)	Rare materials: use <i>Descriptive Cataloging of Rare Materials</i> as the “designated published style manual” in place of the instructions given under RDA 1.7.2-1.7.9 for transcribing punctuation, numerals, symbols, abbreviations, etc.	Varies
Numbers expressed as numerals or as words *	1.8.1	Rare materials: apply the RDA alternative for early printed resources.	Varies
Form of numerals *	1.8.2	Rare materials: apply the first alternative to record numerals in the form in which they appear on the source of information (for example, roman).	Varies
Recording titles (T) +	2.3.1.4	Archival materials: most titles will be devised by the cataloger, per RDA 2.3.2.11. Additional guidance on the formulation of titles may be found in DACS 2.3. Rare materials: generally do not abridge titles.	Varies
Title proper (T)	2.3.2		245
Collective titles and titles of individual contents +	2.3.2.6.1	Audio recordings, notated music, rare music, and moving images: apply the optional addition when feasible. See also 25.1 below.	505, 7XX
Parallel title proper (T) +	2.3.3	Record all.	245
Other title information (T) +	2.3.4		245

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Variant title (T) (R) +	2.3.6	PCC <i>recommends</i> additional variant titles that are deemed important to identification or access, according to cataloger judgment and/or local policy. Rare materials: this element is PCC Core for rare materials; record variant titles that are required by the appropriate DCRM module.	246
Later title proper (T) +	2.3.8		246
Statement of responsibility relating to title proper (T)	2.4.2	If more than one, only the first recorded is required by RDA, but catalogers are encouraged to transcribe (or record in a note) any other statements of responsibility that aid in resource discovery, identification, and selection. Rare materials: generally transcribe all statements of responsibility relating to title proper found in the preferred source of information. Rare books, rare music: If a title and statement of responsibility as recorded have been transposed from their presentation in the source, see also 2.17.3.	245
Designation of edition (T)	2.5.2	Rare music: Transcribe as an edition statement the music presentation statement as defined by DCRM(M) 3B.	250
Statement of responsibility relating to the edition (T) +	2.5.4	PCC Core for rare materials .	250
Designation of a named revision of an edition (T)	2.5.6		250
Date of production	2.7.6	Record date of production for a resource in unpublished form. Archival materials: additional guidance may be found in DACS 2.4.	264

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Place of publication (T)	2.8.2	For cataloging purposes, all online resources are considered published. If more than one, only the first recorded is required. Also transcribe current place if it differs (for multipart monographs). Rare materials: generally transcribe all places of publication (see DCRM(B,G,M) 4B6). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G,M) 4B9).	264
Publisher's name (T)	2.8.4	If more than one, only the first recorded is required. Also transcribe current publisher if it differs (for multipart monographs). Rare materials: generally transcribe all publishers' names (see DCRM(B,G,M) 4C6). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G,M) 4C5).	264
Date of publication	2.8.6	Record the publication date(s) found in the resource, supply date(s) in brackets, or record "[date of publication not identified]." Rare materials: <i>transcribe</i> date(s) found in the resource (see DCRM(B,G,M) 4D1). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(B,G,M) 4D2.4).	264
Place of distribution (T) +	2.9.2	PCC Core for rare materials when present in the resource. Generally transcribe all places of distribution (see DCRM(B,G,M) 4B6). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G,M) 4B9). If no place of distribution appears in the resource, supplying the place of distribution or recording "[place of distribution not identified]" is not required.	264

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Distributor's name (T) +	2.9.4	PCC Core for rare materials when present in the resource. Generally transcribe all distributors' names (see DCRM(B,G,M) 4C6). If a distributor's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,G,M) 4C5). If no distributor's name appears in the resource, supplying the distributor's name or recording "[distributor's name not identified]" is not required.	264
Date of distribution +	2.9.6	PCC Core for rare materials when present in the resource. Generally <i>transcribe</i> all dates of distribution (see DCRM(B,G,M) 4D1). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(B,G,M) 4D2.4). If no date of distribution appears in the resource, supplying the date of distribution or recording "[date of distribution not identified]" is not required.	264
Place of manufacture (T) +	2.10.2	PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all places of manufacture if appropriate (see DCRM(B,G,M) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. If no place of manufacture appears in the resource, supplying the place of manufacture or recording "[place of manufacture not identified]" is not required.	264
Manufacturer's name (T) +	2.10.4	PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all manufacturers' names if appropriate (see DCRM(B,G,M) 4F). If a manufacturer's name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer's name appears in the resource, supplying the manufacturer's name or recording "[manufacturer's name not identified]" is not required.	264
Date of manufacture +	2.10.6	PCC Core for rare materials when present in the resource, if appropriate. Generally <i>transcribe</i> all dates of manufacture if appropriate (see DCRM(B,G,M) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date of manufacture appears in the resource, supplying the date of manufacture or recording "[date of manufacture not identified]" is not required.	264

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Copyright date (R)	2.11	Rare materials: PCC <i>recommends</i> recording the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note.	264
Title proper of series (T)	2.12.2		490
Other title information of series (T) +	2.12.4	PCC Core for rare materials .	490
Statement of responsibility relating to series (T) +	2.12.6	PCC Core for rare materials .	490
ISSN of series +	2.12.8		490
Numbering within series (T)	2.12.9		490
Title proper of subseries (T)	2.12.10		490
ISSN of subseries +	2.12.16	Record both ISSN of series and ISSN of subseries if both are present.	490
Numbering within subseries (T)	2.12.17		490
Mode of issuance +	2.13		Ldr/07
Identifier for the manifestation	2.15	Rare music: record publisher & plate numbers for rare notated music; record issue numbers for rare audio.	020, 024, 026-028, 074, 088
Preferred citation +	2.16	PCC Core for archival materials .	524
Note on title +	2.17.2	Make a note giving the source of title, if applicable. Online resources: always give this note using a MARC 588 field. See PCC Provider-Neutral E-Resource MARC Record Guide: P-N/RDA Version for full explanation. Rare graphics: Always make a note giving the source of title.	500, 588

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Note on statement of responsibility +	2.17.3	Rare books, rare music: this element is PCC Core if a title and statement of responsibility as recorded have been transposed from their presentation in the source. Make a note indicating the transposition.	500
Note on issue, part, or iteration used as the basis for identification of the resource +	2.17.13	PCC Core for all online monographs. PCC Core for print multipart monographs, when applicable.	588
Custodial history of item +	2.18	PCC Core for archival materials ; additional guidance may be found in DACS 5.1.	561
Immediate source of acquisition of item +	2.19	PCC Core for archival materials ; additional guidance may be found in DACS 5.2.	541
Describing Carriers			
Media type +	3.2		337
Carrier type	3.3	Always record Carrier type in 338. For some resource types, 007 field(s) will also be required, including the Specific Material Designation (007/01) for resources other than textual monographs.	007; 338
Extent	3.4	<p>Always record extent, even though RDA only considers extent to be core if the resource is complete or the total extent is known. Use RDA elements under 3.4.1-3.4.6, as appropriate to the resource.</p> <p>Online resources: record extent as “1 online resource” followed by either pagination (for textual materials) or format-specific terminology when applicable (e.g., vocal score, videodisc, slide, atlas). Record the subunits only if readily ascertainable and considered important for identification. Example: 1 online resource (1 vocal score (28 pages)).</p> <p>Cartographic resources: include accompanying material (\$e), if applicable.</p> <p>Rare materials: apply <i>Descriptive Cataloging of Rare Materials</i> (DCRM) conventions when recording extent; however, do not use abbreviations.</p>	300

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Dimensions +	3.5	PCC Core for audio recordings, notated music, moving images, still images, cartographic resources, direct-access electronic resources, and rare materials (for rare graphic materials , always specify what was measured). Use RDA elements under 3.5-3.5.3, as appropriate to the resource.	007; 300, 340
Base material (R) +	3.6	PCC Core for graphic materials . PCC <i>recommends</i> for historical audio recordings .	007/04; 300, 340
Applied materials +	3.7	PCC Core for graphic materials .	300, 340
Mounts +	3.8	PCC Core for graphic materials .	007/05; 300, 340
Production method for manuscript +	3.9.2	PCC Core for rare music when applicable.	340, 500
Layout +	3.11	PCC Core for cartographic resources .	300
Book format (R)	3.12	Rare books, rare music: PCC <i>recommends</i> this element when it is applicable and can be determined.	300, 340
Sound characteristic +	3.16	PCC Core for audio recordings .	300, 344
Video characteristic +	3.18	PCC Core for moving images , when applicable.	300, 346
Digital file characteristic +	3.19	PCC Core for cartographic resources . Use RDA 3.19.1-3.19.8 as appropriate to the resource.	300, 347, 352
File type +	3.19.2	PCC Core for audio recordings, notated music, and moving images , when applicable.	300, 347
Encoding format +	3.19.3	PCC Core for audio recordings and moving images , when applicable.	300, 347
Regional encoding +	3.19.6	PCC Core for moving images , when applicable.	300, 347
Digital representation of cartographic content +	3.19.8	PCC Core for digital cartographic resources .	300, 347, 352

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Equipment or system requirement (R)	3.20	See 3.20.1.3. Use judgment to determine whether systems requirements go beyond the normal or obvious.	340, 538
Contact information +	4.3	PCC Core for archival materials .	852
Restrictions on use +	4.5	Archival materials: PCC Core for archival materials; absence of restrictions should be noted.	506
Uniform Resource Locator +	4.6	Do not record URLs that are restricted for use at a specific institution (e.g., proxy URLs) in a master utility record unless it is the only URL available.	856
Identifying Works and Expressions		The authorized access point for principal creator (if any) is required for use in conjunction with the work and expression attributes listed in this section (see also RDA 19.2 below). If a formal authorized access point for a work or expression is also included in the BSR, its form should be established following NACO policies.	
Preferred title for the work	6.2.2		130, 240, 7XX
Form of work	6.3	Record if needed to differentiate.	130, 240, 380, 7XX
Date of work	6.4	Record if needed to differentiate.	046, 130, 240, 7XX
Place of origin of the work	6.5	Record if needed to differentiate.	130, 240, 7XX
Other distinguishing characteristic of the work	6.6	Record if needed to differentiate.	130, 240, 381, 7XX
Content type	6.9	Always record Content type in 336. Also record as part of an access point if needed to differentiate.	Ldr/06; 130 \$h, 240\$h, 336, 7XX \$h
Date of expression	6.10	Record if needed to differentiate. May include 046 for differentiation purposes.	046, 130, 240, 7XX

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Language of expression	6.11	Record if needed to differentiate. Also code in 008/35-37, 041/546.	008/35-37; 041, 546; 130, 240, 7XX
Other distinguishing characteristic of the expression	6.12	Record if needed to differentiate.	130, 240, 381, 7XX
Preferred title for a musical work	6.14.2		130, 240, 7XX
Medium of performance	6.15	Record if needed to differentiate. See also RDA 7.21 .	130, 240, 382, 7XX
Numeric designation of a musical work	6.16	Record if needed to differentiate.	130, 240, 383, 7XX
Key	6.17	Record if needed to differentiate.	130, 240, 384, 7XX
Other distinguishing characteristic of the expression of a musical work	6.18	Record if needed to differentiate.	130, 240, 7XX
Date of a treaty	6.20.3		130, 730
Describing Content			
System of organization +	7.8	PCC Core for archival materials ; additional guidance may be found in DACS 3.2.	351
Dissertation or thesis information +	7.9		502

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Summarization of the content (R) +	7.10	PCC core for archival materials ; additional guidance may be found in DACS 3.1. PCC <i>recommends</i> for other resource types when useful to support user tasks.	520
Date of capture (R)	7.11.3	PCC <i>recommends</i> for audio recordings .	033, 518
Language of the content (R)	7.12	PCC <i>recommends</i> for all resources when the language of the described resource is not apparent from the rest of the description.	546
Script +	7.13.2	PCC Core for resources in some languages (see examples at LC-PCC PS 7.13.2.3).	546
Form of musical notation +	7.13.3		500, 546
Format of notated music +	7.20		008/20; 300, 500
Medium of performance of musical content +	7.21		048, 382, 500
Duration +	7.22	PCC Core for audio recordings and moving images when readily available.	008; 300, 306, 500
Scale	7.25	PCC Core for cartographic resources . Use RDA elements under 7.25.1-7.25.5, as appropriate to the resource (7.25.3 and 7.25.4 are always core under RDA for cartographic resources).	034, 255
Horizontal scale of cartographic content	7.25.3		034, 255
Vertical scale of cartographic content	7.25.4		034, 255
Projection of cartographic content +	7.26		255

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Persons, Families, and Corporate Bodies Associated with a Work			
Relationship Designator	18.5	Follow PCC Training Manual for Applying Relationship Designators in Bibliographic Records – 1XX/7XX \$e \$i or \$j as appropriate	1XX, 7XX
Creator	19.2	<p>If more than one, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required; if principal responsibility is not indicated, only the first-named creator is required.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger's judgment.</p> <p>Archival materials: additional guidance for recording creators may be found in DACS 9.</p>	<p>1XX</p> <p>7XX</p>
Other person, family, or corporate body associated with a work	19.3	<p>Include if the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger's judgment.</p>	<p>1XX</p> <p>7XX</p>
Persons, Families, and Corporate Bodies Associated with an Expression			
Contributor (R)	20.2	PCC <i>recommends</i> cataloger's judgment for providing authorized access points for contributors.	7XX

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

Related Works			
Related work (R)	25.1	<p>PCC <i>recommends</i> providing a contents note (no limit on number of works in the contents note unless burdensome). Give an analytical authorized access point for the predominant or first work in the compilation. Additional access points for other related works may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>Moving images and audio recordings: give a full contents note and/or analytical authorized access points for all works in a compilation, when feasible.</p> <p>If local institutional cataloging policy is to trace a series, use the authorized access point form of the series established in the LC/NACO Authority File.</p> <p>Archival materials: provide a reference to finding aids describing the collection, either through notes, access points, and/or URLs, as appropriate.</p> <p>Rare materials: citation notes and references to published descriptions are encouraged. Record in the form prescribed by Standard Citation Forms for Rare Materials Cataloging. For notated music, see also Appendix H of <i>DCRM(M)</i>.</p>	<p>5XX, 7XX</p> <p>7XX</p> <p>8XX, 856</p> <p>510</p>
Related Expressions			
Related expression (R)	26.1	<p>Give a contents note (no limit on number of expressions in the contents note; use cataloger's judgment). Give an analytical authorized access point for the predominant or first expression in the compilation. Additional access points for other related expressions may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>Audio recordings, notated music, rare music: give a full contents note and/or analytical authorized access points for all works in a compilation, when feasible.</p> <p>If local institutional cataloging policy is to trace an expression of a series, use the authorized access point form of the expression of the series established in the LC/NACO Authority File.</p>	<p>5XX, 7XX</p> <p>8XX</p>

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

Related Manifestations			
Related manifestation (R)	27.1	Record for reproductions . Rare materials: if making separate descriptions for resources that were issued together by the publisher, make a reference to the related manifestation in a “with” note.	5XX, 76X-787
Related Items			
Related item (R)	28.1	Make for reproductions, bound-withs, and for special relationships for rare materials if warranted. Rare materials: if making separate descriptions for resources bound together after publication, make a reference to the related item in a local “with” note.	5XX, 76X-787 501 + \$5 or 590

Required Non-RDA and MARC Data

The following tables outline data required by the BSR, if applicable to the resource being described, that either do not map directly to RDA (e.g., classification and subject access), or are coded data that form part of the [MARC 21 Bibliographic Format](#). Use as many 006 and 007 fields as are appropriate for the resource.

Archival Materials

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “p” (mixed materials) or “t” (manuscript language materials)	Ldr/06
Bibliographic level	Use “c,” “d,” or “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution	Record the location of the repository [per MARC 21 documentation]	008/15-17
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39

Required Non-RDA and MARC Data (Archival Materials)

ELEMENT	NOTES	MARC ENCODING
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Archival materials: use “rda”, and if supplemental instructions from DACS were used in preparing the description, also record with code “dacs”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12.	041
Authentication code	Use “pcc”	042
Subject and genre/form access	<p>Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system.</p> <p>Archival materials: addition of genre/form terms (655), occupational terms (656), or functional terms (657) to the bibliographic record is encouraged if local policy calls for the use of such terms, as appropriate to the collection being described.</p>	6XX

Required Non-RDA and MARC Data (Audio Recordings)

Audio Recordings

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “i” or “j”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Speed		007/03
Dimensions		007/06
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Format of music		008/20

Required Non-RDA and MARC Data (Audio Recordings)

ELEMENT	NOTES	MARC ENCODING
Form of item		008/23
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041\$d
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Cartographic Resources

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “e” or “f”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Physical medium		007/04
Type of reproduction		007/05
Reproduction/reproduction details		007/06
Positive/negative aspect		007/07
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17

Required Non-RDA and MARC Data (Cartographic Resources)

ELEMENT	NOTES	MARC ENCODING
Relief		008/18-21
Projection		008/22-23
Type of cartographic material		008/25
Government publication		008/28
Form of item		008/29
Index		008/31
Special format characteristics		008/33-34
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Geographic area code		043
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Geographic classification		052
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . Cartographic resources: include at least one topic subdivided geographically or	6XX

Required Non-RDA and MARC Data (Cartographic Resources)

ELEMENT	NOTES	MARC ENCODING
	one geographic subject access field at a minimum.	

Electronic Resources [Computer File Format (Ldr/06 “m”)]

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “m”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use “c”	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Type of computer file		008/26
Language		008/35-37
Modified record		008/38

Required Non-RDA and MARC Data (Computer File Format)

ELEMENT	NOTES	MARC ENCODING
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Graphic Materials)

Graphic Materials

(For rare and special graphic materials, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “k” or “g”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Primary support material		007/04
Secondary support material		007/05
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production,		008/15-17

Required Non-RDA and MARC Data (Graphic Materials)

ELEMENT	NOTES	MARC ENCODING
or execution		
Running time for motion pictures and video recordings	Use for “g”	008/18-20
Form of item		008/29
Type of visual material		008/33
Technique		008/34
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Moving Images

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “g”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Dimensions		007/07
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Time		008/18-20

Required Non-RDA and MARC Data (Moving Images)

ELEMENT	NOTES	MARC ENCODING
Form of item		008/29
Type of material		008/33
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . Moving images: use \$j when there are subtitles.	041
Authentication code	Use “pcc”	042
Country of Producing Entity	The name of the country(s) where the principal offices of the producing entity(s) are located. The subfield may contain an indication that the country is unknown, e.g., [Place of publication not identified]	257
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Notated Music)

Notated Music

(For rare and special notated music materials, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “c” or “d”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Microform of notated music monographs: use “h”.	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Format of music		008/20
Form of item		008/23
Language		008/35-37

Required Non-RDA and MARC Data (Notated Music)

ELEMENT	NOTES	MARC ENCODING
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Geographic area code		043
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Rare Materials (Books, Graphics, and Notated Music)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Rare books: Use “a” or “t” Rare graphics: Use “k” Rare music: Use “c” or “d”	Ldr/06
Bibliographic level	Rare books, rare music: Use “m” Rare graphics: Use “m” or “a”	Ldr/07
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use for rare graphics and for microform reproductions of rare materials.	007/00
Specific material designation		007/01
Color	(Rare graphics only)	007/03
Primary support material	(Rare graphics only)	007/04
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17

Required Non-RDA and MARC Data (Rare Materials)

ELEMENT	NOTES	MARC ENCODING
Format of music	(Rare music only)	008/20 (Music)
Form of item		008/23 (Books, Music) 008/29 (Visual materials)
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Rare materials: use “rda” and the appropriate authorized dcrm code (currently, “dcrmb”, “dcrmg”, or “dcrmm”). Other codes may be used as they become authorized upon publication of their respective <i>DCRM</i> module. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . Rare books: adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate.	6XX

Required Non-RDA and MARC Data (Textual Monographs)

Textual Monographs

(For rare and special textual monographs, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “a” or “t”	Ldr/06
Type of control	Use “a” (for collections under archival control)	Ldr/08
Bibliographic level	Use “m”	Ldr/07
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Microform textual monographs: use “h”.	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Form of item		008/23
Language		008/35-37

Required Non-RDA and MARC Data (Textual Monographs)

ELEMENT	NOTES	MARC ENCODING
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Supplemental Requirements for the Digital Aspects of Formats
[Except Computer File Format (Ldr/06 “m”)]

These supplemental requirements define a set of elements for direct and remote access monographic electronic resources (Leader/07 "m" or "c") and should be used in conjunction with the instructions for all other applicable formats and resource types, except for computer files (Leader/06 "m"). When describing resources in the computer file format, use the coding instructions for [electronic resources](#). In addition to the element coding listed below, the 007 field for the specific resource type may also need to reflect digital aspects of the resource.

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Code for the most significant material type of the resource being cataloged.	Ldr/06
Bibliographic level	Use “m” or “c”	Ldr/07
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use “c”	007/00
Specific material designation	Remote access electronic resources: use “r” Direct access electronic resources: use “o”	007/01
Variable Control Fields – Fixed-Length Data Elements		
Form of item	Online resources: use “o” Direct access electronic resources: use “q”	008/23 or 008/29